

ADMINISTRATIVE - INTERNAL USE ONLY

15 June 1964

PROCUREMENT DIVISION MEMORANDUM NO. 64-17

SUBJECT: Retention Periods and Coding of Procurement Document Files

1. A recent change in the General Records Schedule applying to all Government Agencies and covering Procurement/Contract records, provides for destruction of such records involving transactions of \$2,500 and under, three years after completion and final payment; and those involving transactions of over \$2,500, six years after completion and final payment.

2. Since the Agency Records Center is rapidly reaching the maximum absorption point, it is now considered necessary to segregate files by monetary value at the time of retirement. Effective 1 July 1964 files will be coded in the following manner and retirement requests and listings prepared separately for the two categories of records:

GPB & CPB - At the time the procurement documents are prepared, a large X will be inserted to the extreme left of the tab of the file folder on all transactions over \$2,500.

CB (&954) - Since the great majority of contract actions exceed \$2,500 and the total value is not always known until completion of a contract, CAS and 954, at the time of review for completion of files, will stamp the file jacket "VALUE \$2,500 or UNDER" as it applies.

Chief, Procurement Division/OL

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